# ASHLAND-GRANT FIRE DISTRICT NEWAYGO COUNTY, MICHIGAN AUDIT REPORT MARCH 31, 2008

Michigan Department of Treasury 496 (Rev.06/08)

#### **Auditing Procedures Report**

Reset Form	Email

Issued under Public Act 2 of 1968, as amended Unit Name Ashland-Grant Fire District	County NEWAYGO	Type OTHER		MuniCode
Opinion Date June 3, 2008	Audit Submitted June 12, 2008		Fiscal Year	2008

If a local unit of government (authorities & commissions included) is operating within the boundaries of the audited entity and is NOT included in this or any other audit report, nor do they obtain a stand-alone audit, enclose the name(s), address(es), and a description(s) of the authority and/or commission.

#### Place a check next to each "Yes" or non-applicable question below. Questions left unmarked should be those you wish to answer "No".

X	1. rep	Are all required component units/funds/agencies of the local unit included in the financial statements and/or disclosed in the porting entity notes to the financial statements?
×	2.	Does the local unit have a positive fund balance in all of its unreserved fund balances/unrestricted net assets?
X	3.	Were the local unit's actual expenditures within the amounts authorized in the budget?
X	4.	Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?

- ∇ 6. Was a public hearing on the budget held in accordance with State statute?
- 7. Is the local unit in compliance with the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, and other guidance as issued by the Local Audit and Finance Division?
- 8. Has the local unit distributed tax revenues, that were collected for another taxing unit, timely as required by the general property tax act?
- 9. Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?
- 10. Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin.)
- 11. Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of audit that have not been previously communicated to the Local Audit and Finance Division? (If there is such activity, please submit a separate report under separate cover.)

- ∑ 15. Has the local unit complied with GASB 34 and other generally accepted accounting principles (GAAP)?
- 16. Has the board or council approved all disbursements prior to payment as required by charter or statute?
- ▼ 17. To your knowledge, were the bank reconciliations that were reviewed performed timely?
- 18. Are there reported deficiencies? 19. If so, was it attached to the audit report?

General Fund Revenue:	\$ 111,396.00	General Fund Balance:	\$ 48,201.00
General Fund Expenditure:	\$ 103,975.00	Governmental Activities Long-Term Debt (see instructions):	
Major Fund Deficit Amount:	\$ 0.00		

We affirm that we are certified public accountants (CPA) licensed to practice in Michigan. We further affirm the above responses have been disclosed in the financial statements, including the notes, or in the Management Letter (Reported deviations).

CPA (First Name) Тепу	Last Name Kirkpatrick	Ten Digit Lice	nse Number 1101	018035
CPA Street Address 211 Maple St	City Big Rapids	State MI	Zip Code 49307	Telephone +1 (231) 796-3332
CPA Firm Name Terry Kirkpatrick, CPA, P.C.	Unit's Street Address 211 Maple St	City E	Big Rapids	Zip Code49307

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#### TERRY KIRKPATRICK, CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

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#### Independent Auditor's Report

Members of the Joint Administrative Fire Board Ashland-Grant Fire District, Newaygo County

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Ashland-Grant Fire District, Newaygo County, Michigan, as of and for the year ended March 31, 2008, which collectively comprise Ashland-Grant Fire District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of Ashland-Grant Fire District, Newaygo County, Michigan. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Ashland-Grant Fire District, Newaygo County, Michigan, as of March 31, 2008, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Ashland-Grant Fire District's basic financial statements. The introductory section, combining and individual non-major fund statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual non-major fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

The management's discussion and analysis and budgetary comparison information on pages 2 through 4 and pages 14 and 15, are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Big Rapids, Michigan

June 3, 2008

#### Ashland-Grant Fire District - Newaygo County, Michigan

#### **Management's Discussion and Analysis**

#### **Using this Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of Ashland-Grant Fire District, as a whole, and present a longer-term view of the Fire District's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the Fire District's operations in more detail than the government-wide financial statements.

#### The Fire District as a Whole

The Fire District's net assets increased during the year. In a condensed format, the table below shows the net assets as of the current date:

	<u>2008</u>		<u>2007</u>	
Current Assets	\$	335,886	\$	296,931
Non-current Assets		627,751		608,218
	\$	963,637	\$	905,149
	\$	2,401	\$	934
Net Assets				
Invested in Capital Assets		627,751		608,218
Unrestricted		333,485		295,997
Total net assets		961,236		904,215
Total liabilites and net assets	\$	963,637	\$	905,149

The following table shows the changes of the net assets as of the current date:

	<u>2008</u>		<u>2007</u>	
Program Revenues				
Charges for Services - Fire Contracts	\$	110,367	\$	108,909
General Revenues				
Contributions- Local Units		79,678		73,631
Interest Earnings		7,671		4,967
Other Revenue		766		20,031
Total revenues		198,482		207,538
Program Expenses				
Public Safety		102,355		97,299
Depreciation		39,106		34,323
Total expenses		141,461		131,622
Change in Net Assets	\$	57,021	\$	75,916

#### The Fire District's Funds

Our analysis of the Fire District's major funds begins on page 7, following the entity-wide financial statements. The fund financial statements provide detailed information about the most significant funds, not the Fire District as a whole. The Fire District Board creates funds to help manage money for specific purposes as well as to show accountability for certain activities, such as special property tax millages. The Fire District's major funds include the General Fund and the Fire Equipment Fund.

The General Fund pays for most of the Fire District's governmental services, which are partially supported by fire contracts, while the Fire Equipment Fund purchases new equipment.

#### General Fund Budgetary Highlights

Ashland-Grant Fire District did not find it necessary to amend the General Fund budget during the year as various events occurred.

#### Capital Asset and Debt Administration

At the end of the fiscal year, the Fire District had \$627,751 invested in a broad range of capital assets including buildings and equipment.

#### Economic Factors and Next Year's Budgets and Rates

The Fire District budget for the next fiscal year will be similar to this past years' budget.

#### Contacting the Fire District's Management

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Clerk's office.

**BASIC FINANCIAL STATEMENTS** 

### Ashland-Grant Fire District — Newaygo County, Michigan Government Wide Statement of Net Assets March 31, 2008

With Comparative Amounts at March 31, 2007

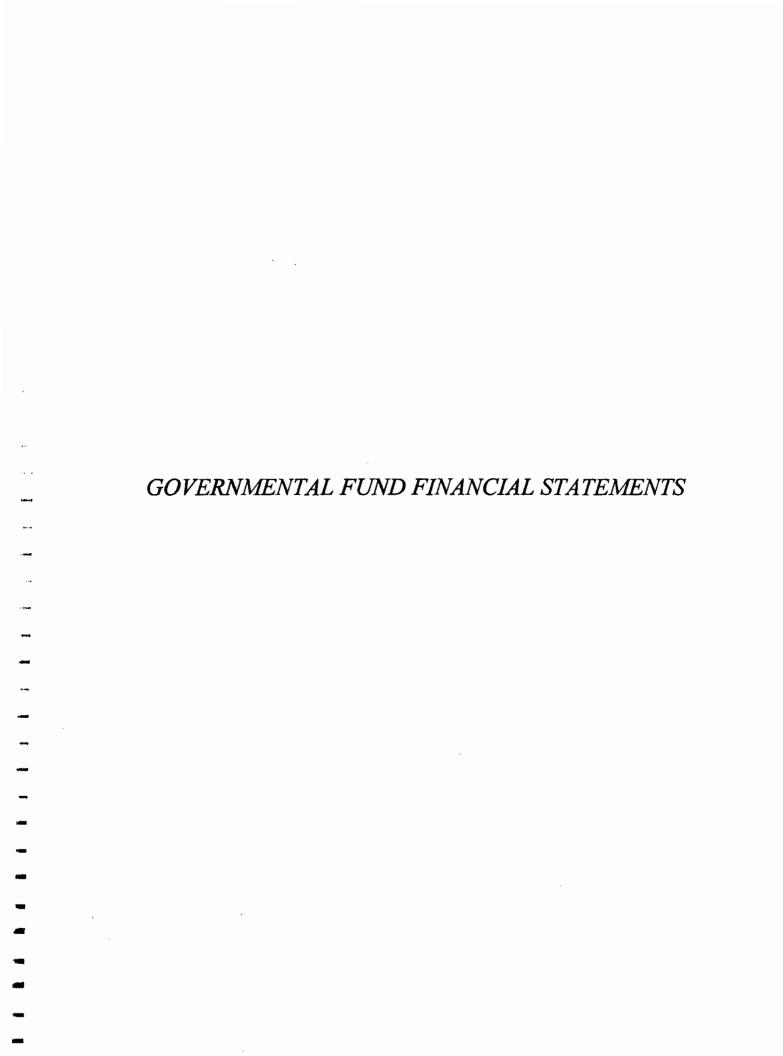
	Governmental Activities			
	2008 2007			<u>2007</u>
ASSETS				
Cash and Cash Equivalents	\$	313,708	\$	276,664
Due from Other Governmental Units	,	22,178		19,267
Due from Fireman's Trust		0		1,000
Capital Assets (Net)		627,751		608,218
Total assets	\$	963,637	\$	905,149
LIABILITIES				
Payroll Taxes Payable	\$	970	\$	727
Fireman Deposits in Trust		1,431		207
Total liabilities		2,401		934
NET ASSETS				
Invested in capital assets, net of related debt		627,751		608,218
Unrestricted		333,485		295,997
Total net assets		961,236		904,215
Total liabilities and net assets	\$	963,637	\$	905,149

# Ashland-Grant Fire District – Newaygo County, Michigan Government Wide Statement of Activities

For the Year Ended March 31, 2008 With Comparative Totals for the Year Ended March 31, 2007

(60,431) (34,323<u>)</u> (94,754) 2007 Totals ↔ (31,094)8,012 (39,106)Revenue and Changes Net (Expense) Governmental in Net Assets Activities S 0 0 Operating Grants Program Revenues \$ 19,367 110,367 Charges Services ↔ 102,355 39,106 141,461 Expenses ₩, Total primary government PRIMARY GOVERNMENT Depreciation (unallocated) Public Safety

	7,671 4,967 766 20,031	88,115 170,670	57,021 75,916	904,215 828,299	961,236 \$ 904,215
General Revenues Contributions from Local Units	Interest Earnings Other Revenue	Total general revenues	Change in Net Assets	Net assets - Beginning of year	Net assets - End of year



Ashland-Grant Fire District – Newaygo County, Michigan Governmental Fund Balance Sheet March 31, 2008 With Comparative Totals at March 31, 2007

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Assets

the	
Lotal Covernmental rund balances Amounts reported for governmental activities in the statement of net assets are different because: Cost of capital assets, net of depreciation Net assets of governmental activities	0

295,997	608,218	904,215
<del>69</del>		€⁄3
333,485	627,751	961,236
<del>\$</del>		<del>\$</del>

Ashland-Grant Fire District — Newaygo County, Michigan Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance For the Year Ended March 31, 2008
With Comparative Totals for the Year Ended March 31, 2007

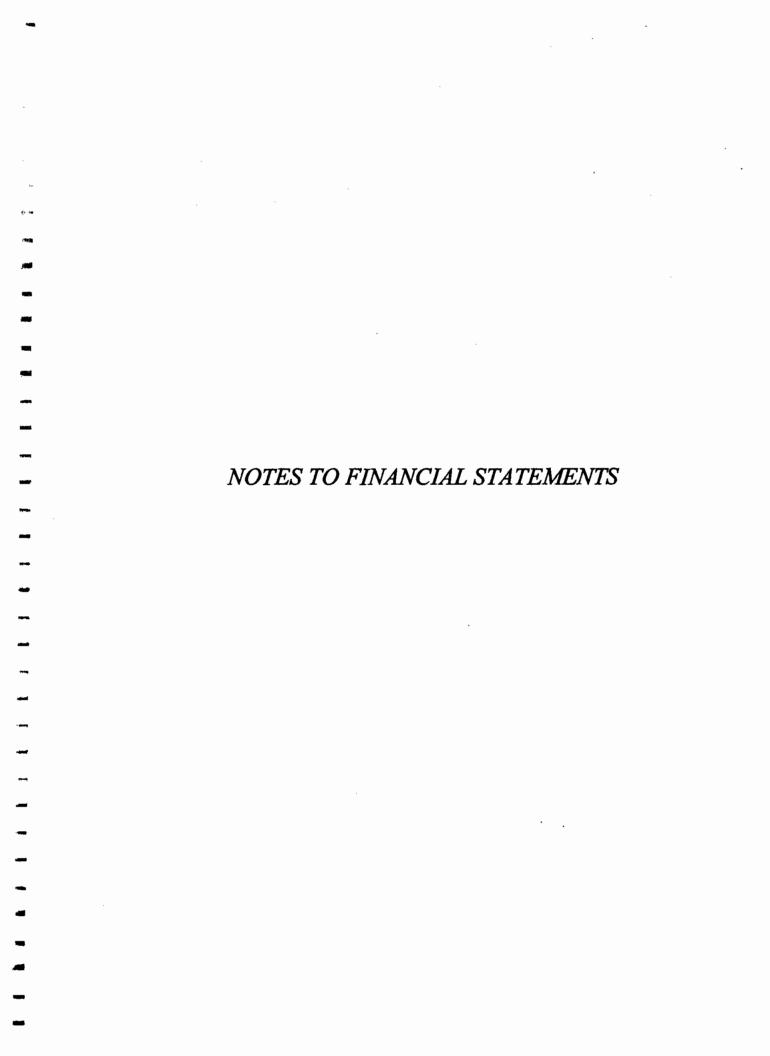
REVENUES Contributions from Local Units	General Fund 8	eral <u>nd</u> 89.623 \$	Fire Equipment Fund 79,678	Total Governmental Funds	2007 <u>Total</u> 145.672
Charges for Services Interest and Rents	•	20,744	7,408	20,744	36,868
Curet Nevenue Transfer from General Fund		00/	1,620	/66 1,620	20,031 1,404
Total revenues		111,396	88,706	200,102	208,942
EXPENDITURES Public Safety Transfer to Fire Equipment Fund		102,355 1,620	58,639 0	160,994	106,224
Total expenditures		103,975	58,639	162,614	107,628
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		7,421	30,067	37,488	101,314
Fund Balance - April 1,	5	40,780	255,217	295,997	194,683
rund Dalance - Iviaicii 31,	A	48,201 3	782,284	333,482 \$	166,067

Ashland-Grant Fire District — Newaygo County, Michigan Reconciliation of the Statement of Revenue, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities

For the Year Ended March 31, 2008

With Comparative Amounts for the Year Ended March 31, 2007

	<u>2008</u>		2007
Net Change in Fund Balances - Total Government Funds	\$	37,488	\$ 101,314
Amounts reported for governmental activities in the			
statement of activities are different because:			
Governmental funds report capital outlays as			
expenditures; in the statement of activities, these			
costs are allocated over their estimated useful			
lives as depreciation. This is capital outlay for the year.		58,639	8,925
Depreciation expense		(39,106)	(34,323)
Change in Net Assets of Governmental Activities	\$	57,021	\$ 75,916



#### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Ashland-Grant Fire District conform to accounting policies generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by Ashland-Grant Fire District:

#### **Reporting Entity**

Originally, the Ashland-Grant Fire District was established between the Newaygo County Townships of Grant and Ashland, and the City of Grant on January 1, 1974 pursuant to 1951 Public Act No. 33, as amended. This agreement was terminated and replaced by a new agreement July 1, 1996. The furnishing and administration of the joint fire protection is under the supervision and direction of a Joint Fire Administrative Board comprising seven members, composed of two members appointed by the Township Board of each of the two Townships, two members appointed by the City Commission of the City of Grant, and the seventh member appointed by the remaining six so-appointed members.

#### Government - Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes: (1a) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### Measurement Focus, Basis of Accounting and Financial Statement Presentation

**District-Wide Statements** - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund Based Statements - Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be "available" if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

#### Ashland-Grant Fire District - Newaygo County, Michigan

Notes to Financial Statements - Continued For the Year Ended March 31, 2008

The Fire District reports the following major governmental funds:

The General Fund is the Fire District's primary operating fund. It accounts for all financial resources of the Fire District, except those required to be accounted-for in another fund.

The Fire Equipment Fund is used to record expenditures for major fire equipment.

#### Assets, Liabilities and Net Assets or Equity

Deposits and Investments – Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables – In general, outstanding balances between funds are reported as "due to/from other funds". Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "advances to/from other funds".

All trade and property tax receivables are shown as net of allowance for uncollectible amounts. The Fire District does not have the authority to levy a property tax.

Capital Assets – Capital assets, which include property, plant and equipment assets are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of the donation.

Property, plant and equipment is depreciated using the straight-line method over the following useful lives:

Building	40 years
Building Improvements	15 to 30 years
Equipment	5 to 10 years
Fire Vehicles	5 to 20 Years

Fund Equity – In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### NOTE B - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information – Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental units. All annual appropriations lapse at fiscal year end.

The budget document presents information by fund, function, activity and line items. The legal level of budgetary control adopted by the governing body is the activity level. State law requires the Fire District have its budget in place by April 1<sup>st</sup>. Expenditures in excess of amounts budgeted is a violation of Michigan Law. State law permits a Fire District to amend its budgets during the year.

#### NOTE C – DEPOSITS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations, which have an office in Michigan. The Fire District is allowed to invest in bonds, securities and other direct obligations of the United States

or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Fire District has designated one bank for the deposit of Fire District Funds. The investment policy adopted by the Fire District Board in accordance with Public Act 196 of 1997 has authorized investment in bank accounts and certificates of deposit, but not the remainder of State statutory authority as listed above.

The Fire District's deposits and investment policy are in accordance with statutory authority.

At year-end, the Fire District's deposits and investments were reported in the basic financial statements in the following categories:

Cash and cash equivalents Governmental Activities \$ 314,302

The bank balance of the primary government's deposits is \$313,708, of which \$200,000 is covered by federal depository insurance.

#### **NOTE D - RECEIVABLES**

Receivables as of year-end for the government's individual major and non-major funds are as follows:

	General	Fire Equipment		Total
Due from Other Governmental Units	\$ 11,089	\$	11,089	\$ 22,178

#### **NOTE E – CAPITAL ASSETS**

Capital asset activity of the governmental activities for the current year was as follows:

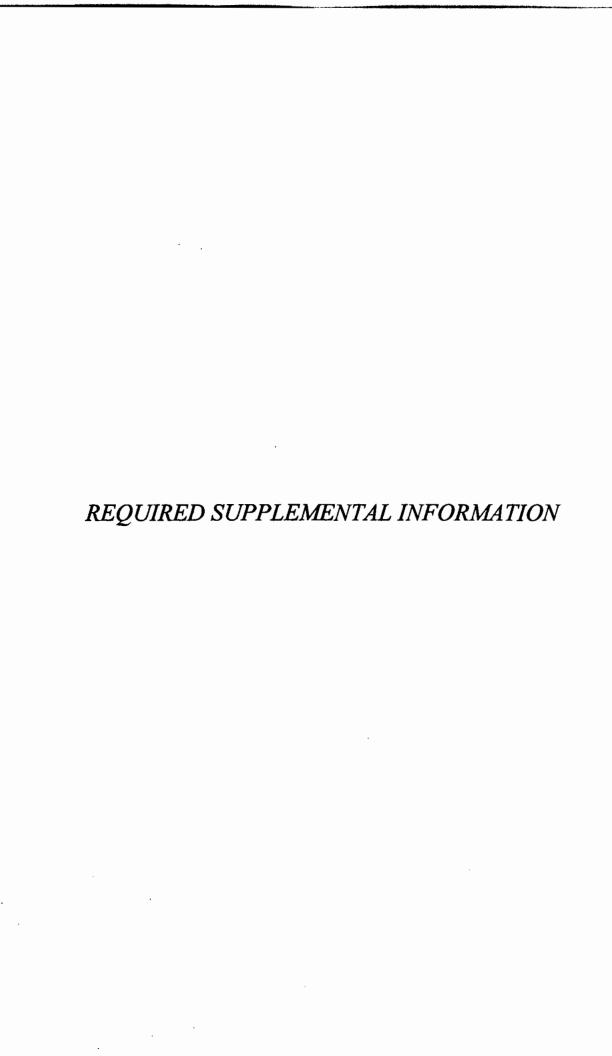
	F	Beginning <u>Balance</u>	Increases		Decreases	Ending Balance
Capital assets not being depreciated						
Land	\$	126,330	\$ . 0	\$	0	\$ 126,330
Capital assets being depreciated						
Buildings		221,324	0		0	221,324
Equipment		39,615	0		0	39,615
Fire vehicles		888,505	58,639		0	947,144
Less: accumulated depreciation for						
Capital assets		(667,556)	(39,106)	_	0	(706,662)
Net capital assets	\$	608,218	\$ 19,533	\$	0	\$ 627,751

#### Ashland-Grant Fire District - Newaygo County, Michigan

Notes to Financial Statements - Continued For the Year Ended March 31, 2008

#### NOTE F-RISK MANAGEMENT

The Fire District is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers' compensation). The Fire District has purchased workers' compensation insurance for such claims. Settled claims relating to the workers' compensation insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.



## Ashland-Grant Fire District – Newaygo County, Michigan Budgetary Comparison Schedule General Fund

For the Year Ended March 31, 2008 With Comparative Actual Amounts for March 31, 2007

		Original Budget	,	Amended Budget	<u>Actual</u>	Fii F	riance with nal Budget Pavorable nfavorable)	2007 <u>Actual</u>
BEGINNING OF YEAR FUND BALANCE	\$	40,780	\$	40,780	\$ 40,780	\$	0	\$ 27,930
Resources (inflows)								
Contributions from Local Units		91,000		91,000	89,623		(1,377)	72,836
Charges for Services		31,850		31,850	20,744		(11,106)	36,868
Interest and Rents		400		400	263		(137)	231
Other Revenue	_	000,1		1,000	766		(234)	10,543
Amounts Available for Appropriation		165,030		165,030	152,176		(12,854)	148,408
Charges to Appropriations (outflows) Public Safety Fire Department								
Salaries and wages		35,800		35,800	31,736		4,064	33,322
Social security and medicare		7,000		7,000	2,428		4,572	2,549
Supplies		7,000		7,000	2,369		4,631	5,844
Gas and oil		5,000		5,000	3,851		1,149	3,662
Contracted services		4,800		4,800	3,620		1,180	2,360
Repair and maintenance		28,000		28,000	27,447		553	14,681
Insurance		25,000		25,000	21,287		3,713	21,769
Utilities		9,450		9,450	7,378		2,072	7,547
Miscellaneous		4,000		4,000	1,972		2,028	3,608
Capital outlay		0		0	0		0	8,925
Education/training		2,000		2,000	267		1,733	1,957
Contingency		5,000		5,000	0		5,000	0
Transfer to Fire Equipment Fund		2,000		2,000	1,620		380	1,404
Total Charges to Appropriations		135,050		135,050	103,975		31,075	107,628
Budgetary Fund Balance - March 31,	\$	29,980	\$	29,980	\$ 48,201	\$	18,221	\$ 40,780

# Ashland-Grant Fire District — Newaygo County, Michigan Budgetary Comparison Schedule Fire Equipment Fund For the Year Ended March 31, 2008 With Comparative Actual Amounts for the Year Ended March 31, 2007

	Original Budget	Amended Budget	<u>Actual</u>	Variance with Final Budget Favorable (Unfavorable)	2007 Actual
BEGINNING OF YEAR FUND BALANCE	\$ 255,217	\$ 255,217	\$ 255,217	\$ 0	\$ 166,753
Resources (inflows)					
Contributions from Local Units	76,000	76,000	79,678	3,678	72,836
Interest and Rents	0	0	7,408	7,408	4,736
Other Revenue	0	0	0	0	9,488
Transfer from General Fund	2,000	2,000	1,620	(380)	1,404
Amounts Available for Appropriation	333,217	333,217	343,923	10,706	255,217
Charges to Appropriations (outflows) Public Safety					
Fire Department - Capital Outlay	55,000	55,000	58,639	(3.639)	0
BUDGETARY FUND BALANCE - March 31,	\$ 278,217	\$ 278,217	\$ 285,284	\$ <u>7,067</u>	\$ 255,217

#### Terry Kirkpatrick, CPA, P.C.

Certified Public Accountant

211 Maple Street P O Box 817 Big Rapids, Michigan 49307-0817 (231) 796-3332 FAX (231) 796-5554

June 3, 2008

Members of Ashland-Grant Fire District Board Newaygo County, Michigan

I have recently completed my audit of the basic financial statements of Ashland-Grant Fire District for its year ended March 31, 2008. During this audit, I had an opportunity to observe accounting and financial procedures and many of your general management practices. As a result of my auditing procedures, there are some comments and/or recommendations I would like to present.

#### FINANCIAL RECORD IN GOOD ORDER

The Clerk and Treasurer appear to have done a very good job of maintaining the financial records of Ashland-Grant Fire District again this year.

#### OTHER MATTERS

I want to thank your personnel for the courtesy and cooperation shown me by them during the audit process.

I have mailed two copies of the audit report and this letter to the Michigan Department of Treasury.

If you have any questions regarding the above or the audit, please contact me.

Tany Kinth CPA, P.C.